



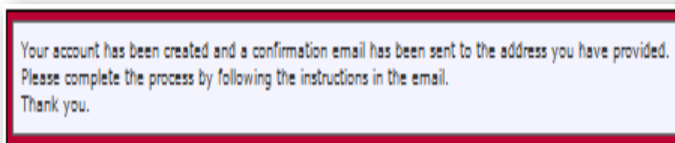
New User Registration:

To register for a SharePoint account and request access to the main First Responder SharePoint site, navigate to the following URL: https://sp.eota.energy.gov/_layouts/signin/default.aspx

1. Click 'New Users click here':

2. Read the Code of Conduct and Password rules, fill out the self-registration form, agree to the Code of Conduct and select 'Submit'

SharePoint will generate a message that your account has been created, and a confirmation has been sent to the email address you provided in the registration form.



- 4) Check your email inbox for the confirmation message from SharePoint.



- 5) Follow the instructions within your email. SharePoint will generate a message confirming that your account has been successfully activated. Select 'Return to Home Page' at the bottom of the confirmation message. You may now login to your SharePoint account using the Member Login box.**

***PLEASE NOTE:** In order to use the Forgot Password feature of SharePoint, you MUST include your zip code.

****For help using this SharePoint site, please contact the DNDO SharePoint Coordinator at (505) 842-7116 or jnanchor@eota.energy.gov**